



Procedure to obtain a Certificate of Use and Business Tax Receipt for your Business in the Town of Medley:

Step 1:

Please fill out a *Miami Dade County Municipal application for Certificate of use/Occupational License* and email or submit to us. When our clerks receive the form, you will be sent a link to make an online payment for the \$125 upfront fee. When payment is verified, the application will be e-mailed back to you, with the bottom portion filled out and signed by our clerks.

You will also be sent a Town of Medley business tax receipt application and a Town of Medley Certificate of Use application, which you will need for step 2.

When you receive the application back from our clerk, you will be ready for step # 2.

Step 2:

Apply for Certificate of Use from Miami Dade County

Use their online portal – link is below

Listed below are the documents required to submit to Miami Dade County

1. Miami Dade County Municipal application for Certificate of use/Occupational License
2. Town of Medley “CERTIFICATE OF USE” application
3. Town of Medley “BUSINESS TAX RECEIPT” application
4. Lease

If you need assistance using the Miami Dade County DERM portal, contact:

dermplanner@miamidade.gov

*Depending on the type of business you are applying for, DERM may ask you to comply with some of THEIR requirements before they approve Town of Medley’s Business tax receipt application and Town of Medley’s Certificate of Use application. Keep in mind, the Town of Medley cannot issue Business Tax Receipt and Certificate of use without a Miami Dade County Certificate of Use.

For County/DERM review please use the online system. Here is the Municipal CU Guide for processing your application <https://www.miamidade.gov/building/library/guidelines/municipal-cu-portal-guide.pdf>

If you have questions about the municipal review process or encounter problems using this new feature, send an email to dermplanner@miamidade.gov

To begin the Miami Dade County Certificate of Use application process, click on the link:

<https://www.miamidade.gov/Apps/RER/EPSPortal/>

Miami-Dade Department of Regulatory & Economic Resources

Plan Status & Application Submittal Portal

Search status of Applications & Plans

Search a tracking, application or permit number(such as C, M, N and UP process numbers).

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.

[Q Advanced Search](#)

Register an Account NEW!

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

Building Permit-Related Applications & Plans Submissions

For submittals processed at the Miami-Dade Permitting & Inspection Center or Overtown Transit Village 2nd Floor: new building-related permit applications, plans, corrections, revisions, extensions, re-issuances, subsidiary permits, change of contractor.

Includes municipal building permit plan reviews that require County approvals (i.e.DERM, WASD, FIRE, etc.).

DERM Program & Permit Review Submissions

For submittals that require DERM program or permit review such as Class I-VI permits, Tree permits, EQCB applications and more.

Not to be used for municipal building permit plan reviews that require County approvals (i.e. DERM, WASD, FIRE, etc.).

Submit for Review and Approval a Municipal Certificate of Use

Use this feature for Miami-Dade County reviews and approvals of Municipal Certificates of Use, Occupancy, Occupational, or any other business license that allows the establishment of a business at a location (Municipal CU).

This process includes reviews from the Department of Regulatory and Economic Resources Environmental Resource Management Division (DERM) and/or the Miami-Dade County Water and Sewer Department (WASD). Other reviews or permits may be required based on the location and nature of the business.

Step 3:

Contact Miami Dade Fire Dept (786) 331-4800 to apply for a Miami Dade County Fire Dept Annual Operating permit.

https://www.miamidade.gov/global/permit.page?Mduid_permit=per1527602964755696

Step 4:

When you complete the process with Miami Dade County DERM and receive the Miami Dade County Certificate of use and the Fire Permit, please submit all the required documents listed below (see sample packet) to the License Division in person or email biztax@townofmedley.com . Also, please submit the payment for business tax receipt fees. (please refer to our fee schedule for exemptions and other fees pursuant to business licenses)

Storage, Office use,

1. Town of Medley Business Tax Receipt application
2. Town of Medley Certificate of Use Application
3. Miami Dade County Certificate of Use
4. Miami Dade Fire Annual Operating Permit
5. Articles of Incorporation or Fictitious Name www.sunbiz.com
6. Copy of Driver License of the business owner
7. Copy of Lease, Sublease, or Deed

Contractors & Engineers, these documents

1. Town of Medley Business Tax Receipt application
2. Town of Medley Certificate of Use Application

3. Miami Dade County Certificate of Use
4. Articles of Incorporation or Fictitious Name www.sunbiz.com
5. Copy of Driver License of the business owner
6. Copy of Lease, Sublease, or Deed
7. Miami Dade Fire Annual Operating Permit
8. Copy of State License
9. Copy of Miami Dade County Local Business Tax receipt
10. Copy of Miami Dade County Municipal Contractors license if applicable,

Restaurants/ Cafeterias/ Convenient Stores/ Markets:

1. Town of Medley Business Tax Receipt application
2. Town of Medley Certificate of Use application
3. Miami Dade County Certificate of Use
4. Copy of Articles of Incorporation or Fictitious Name www.sunbiz.com
5. Copy of Driver License of the business owner
6. Copy of Lease, Sublease, or Deed
7. Copy of Miami Dade Fire Annual Operating Permit
8. Copy of Agriculture Division of Food Safety
9. Copy of Agriculture Division of Alcohol & Tobacco License

For Seafood Companies, Food and/or beverage storage & distribution companies

1. Town of Medley Business Tax Receipt application
 2. Town of Medley Certificate of Use application
 3. Miami Dade County Certificate of Use
 4. Copy of Articles of Incorporation or Fictitious Name www.sunbiz.com
 5. Copy of Driver License of the business owner
 6. Copy of Lease, Sublease, or Deed
 7. Copy of Miami Dade Fire Annual Operating Permit
 8. Copy of Agriculture Division of Food Safety
- There is an Alarm registration form in the package.
If there is no security/burglar alarm, no need to submit this form.
 - There is a "pressure vessel" form in the package.
On the form, there is a list of "pressure vessels".
If there is any of this type of equipment on site, please submit 1 form per pressure vessel.
If there are no "pressure vessels" on site, no need to submit the form.